



**Join our team
and discover the
possibilities!**

Spark your passion and discover your potential with Aspire Richmond Support Society. Join a team that truly cares about what matters to you. Be empowered, challenged and supported as a leader to ignite change!

Our roots run deep in the Richmond Community with 40 years of program delivery and almost 300 employees. We live and breathe inclusion with a strong belief in the importance of grassroots advocacy, deep connections and kindness. We treat our employees with the same care as those that we support. In addition to creating rewarding relationships, you can expect respect, flexibility, significant professional development, comprehensive compensation and career growth with us.

**Manager, Human Resources & Administration (Fulltime/Permanent)
\$69,000- \$72,000/yearly- Richmond, BC**

Working closely with the Director of Human Resources, this role will support end-to-end recruiting including preparation, sourcing, screening, selecting, hiring and onboarding and will oversee Head Office administrative personnel.

YOUR IMPACT

- Develop appropriate recruiting sources for advertising and posting jobs, providing creative solutions to web-based and social media recruitment.
- Build applicant sources by researching and contacting community services, colleges and training programs; providing organization information, opportunities, and benefits.
- Contribute to Staff Appreciation and Wellness committees.
- Maintain and provide information for Aspire benefits program.
- Oversee and manage the administrative staff at the Aspire Head Office, and collaborate with Manager of Technology on projects.

YOUR CAPABILITIES:

The ideal candidate is a results oriented, self-motivated and dynamic leader with a passion for innovative solutions around recruitment with:

- Relevant post-secondary education in Human Resources, or a related field and two or more year of experience, and/or an appropriate combination of education and experience.
- Strong communication, problem solving and critical thinking skills.
- Ability to build collaborative relationships with key stakeholders and colleagues.
- Proficiency in behavioural interviewing methodologies, competency-based techniques, and/or other selection and assessment tools.
- Knowledge of relevant Employment and Human Services legislation, acts and regulations as well labour market trends and issues.
- Experience working with Applicant Talent and HR Management Systems with proficiency in MS Office suite applications; knowledge of Sharevision an asset.

Aspire Richmond Support Society offers a continuum of care throughout the lifespan of an individual with a disability. This includes early intervention supports for infants and children, child and youth care, adult day and residential services, employment options and more.

Our extensive professional development will allow you to make a meaningful impact right away. We are looking for people who share our passion to create a community where everyone belongs that is rooted in our values of trust, openness, fairness, respect, responsiveness and continuous learning.

Accepting applications until March 4, 2024.

[Apply Now](#)